MICROSOFT WORD 2007 CHECKLIST

Create a Document

Save and Close a Document

Open a Saved Document

Add Text To Document and Save under Another Name

SpellCheck

BasicEditing

    Undo/Redo

    Backspace and Forward Delete

    Move Text by Cutting, Copying and Pasting

Changing Margins, Page Size, Page Orientation

Changing Font, Style, and Size

Align Document

Envelopes

Labels

Close Word

Word 2007

CREATE, SAVE AND CLOSE A DOCUMENT FOR KEYBOARD USERS

Alt F to open the quick access toolbar

Enter on New

Enter on Blank Document

Type the following:

Word 2007 has a new look! Press Enter

Type: The menu bar has been replaced with the Office 2007 ribbon. The ribbon stretches across the top of the work area.

NOTE: Do not press enter at the end of each line. When the cursor reaches the right margin the text is wrapped to the next line.

Press enter to start a new paragraph

Type: The ribbon is actually a collection of several components. The quick access toolbar, the command tab, the command sets and the contextual commands.

Alt F to open the quick access toolbar

Type A for Save as...

In the file name box type: Creating a Document

Alt S to Save button

Enter

Alt F to open quick access toolbar

Type C to close document

Note: This will close the document not the program

OPEN AND ADD TEXT TO AN EXISTING DOCUMENT AND SAVE UNDER ANOTHER NAME

Alt F for File

Type the letter O for Open

Shift Tab Twice

Type the letter C for Creating a new document

Tab to Open

Press Enter

Hold Down the Control key, Press the End key and release both. This will bring you to the bottom of your document

Type the Following: Word 2007 uses a different file format than previous versions of the program.

Alt F for File

Type the letter A for Save as...

Type: Saving document with different name

Tab to Save

Press Enter

USING SPELLCHECK

Alt R for Review

Type the letter S for Spellcheck

NOTE: The first incorrect spelling or grammar error will be located in the first box

Tab to the Suggestions box

Down arrow to correct spelling or grammar

> **Alt I to Ignore the wrong spelling once**

> **Alt G to Ignore the proper grammar rule**

> **Alt C to change to the correct spelling or grammar**

When Spellcheck is complete a dialog box will appear and a beep will sound letting you know that the spelling and grammar check is complete.

Enter on OK

BASIC EDITING

Undo/Redo

To undo a format or typing error, Hold down Control and press the letter Z

To redo a format or typing error you may have changed by mistake, Hold down Control and press the letter Y

Move Text by Cutting, Copying, and Pasting

Move your cursor to the area of your document that you want to move, copy or cut

Hold down the Shift key and using your arrow keys highlight the text

Cut – Hold down Control key and type the letter X

Copy – Hold down Control key and type the letter C

Move your cursor to the area of the document where you want to Paste the text you just copied or cut

Paste – Hold down Control key and type the letter V

Changing Margins, Page Size, Page Orientation

Alt P for Page Layout

Margins: Type the letter M for Margins

Down arrow through the choices and enter on your choice.

Page Size: Type the letters SZ for Size

Down arrow through the choices and enter on your choice.

Orientation: Type the letter O for Orientation

Down arrow to Portrait or Landscape and Enter

Changing Font, Size and Style

Font

Alt H for Home

Type FF for Font

Down arrow through choices

Enter on choice

Default Font

Alt H for Home

Type FN

The Font window will open, make changes, Alt D for Default, you will be asked if you want to make changes to all, type y for yes.

Size

Alt H for Home

Type FS for Font Size

Down arrow through choices

Enter on choice

Bold, Italic or Underline

Control B for Bold

Control I for Italic

Control U for Underline

Styles

Alt H for Home

Type G for Change Styles

Press right arrow for default

Press Down arrow through the different styles

Enter on Choice

Align Document

Left Justify – Type AL

Center Justify – Type AC

Right Justify – Type AR

Full Justify – Type AJ

ENVELOPES AND LABELS

Envelopes

Alt F for File

I for Word Options

A for Advanced

Type S twice – provide feedback with sound

Type D for Mailing Address

Type your mailing address

Tab to OK

Enter

Alt M for Mailings

E for Envelopes

Press delete to delete current information

NOTE: If the current information is correct omit this step and Alt P to print

Type delivery address

Tab 4 times to print

Enter

Labels

Alt M for Mailings

L for labels

Alt O for Options

Shift Tab once to Vendors

Example: Type A for Avery

Enter

Tab to Product number

Example: 3610

Enter

Type Delivery Address

Alt P for Print

CLOSE MICROSOFT WORD 2007

Alt F4 or

Alt F for File

Type X for Exit